Eligibility

Helpful Hints and "Dos and Don'ts"

Criteria for ABC Eligibility?

▸ Family with gross income not exceeding 200% 0f FPL

▸ Has a demonstrable developmental delay as identified through screening

▸ Parents without a high school diploma or GED

▸ Low birth weight (below 5 pounds, 9 ounces)

▸ Eligible for services under IDEA

▸ Income eligible for Title I programs

▸ Parent is under 18 years of age at child's birth

▸ Limited English Proficiency

▸ Immediate family member has a history of substance abuse/addiction

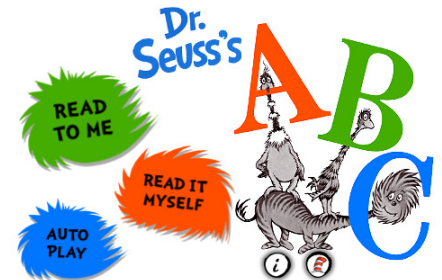▸ Parent has history of abuse or neglect or a victim of abuse or neglect

Regulation 4.03

Criteria for ABC for School Success (ABCSS) Eligibility?

- Child must be three or four years old by ADE cutoff date (August 1, 2015)

- A program is available in the area where the child resides and there is available space for the child to attend.

- Gross family income 200% of federal Poverty Level

Regulation 4.04

What documentation is needed PRIOR to child attending?

- A completed application, signed and dated with enrollment date.

- Up to date immunizations

- Birth certificate

- Eligibility documentation

- Children without eligibility documentation are considered <u>**INELIGIBLE!**</u>

Regulation 4.10

What happens if ineligible children are enrolled?

- The agency will be placed on a compliance plan.

- The agency may have to **PAY BACK THE FUNDS**

- Future funding may be affected.

Regulation 4:10

Do children returning the next year have to re-establish eligibility?

NO

- If a three year old child has been qualified for ABCSS, that child shall remain eligible for two years.
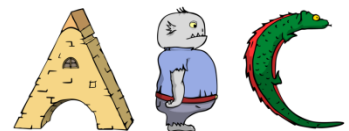
Regulation 4.07

Are siblings of currently enrolled children automatically eligible?

NO

- Current eligibility documentation must be submitted for EVERY child upon enrollment.
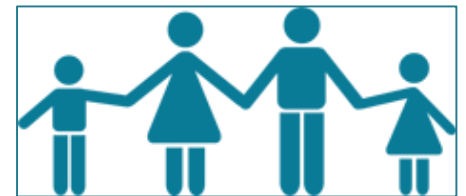
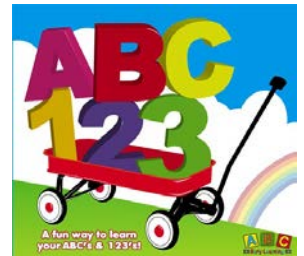Even if there is a sibling currently enrolled in the program.

Family Definition?

A family unit is defined as:
individuals living in the same home as the child and includes;

- the child enrolled in the program,
- parent (s)/step parent(s)/or guardian(s),
- siblings (related to the enrolled child by birth, marriage, or foster siblings)

TWO PARENT HOUSEHOLDS?

▸ Determining income eligibility for two parent households

- Income of **both** parents must be verified to determine eligibility.

- Income of step-parents MUST be verified to determine eligibility.

TWO PARENT HOUSEHOLDS?

▸ If one parent is not working, then income can be verified by:

- **JOINTLY** filed tax form

- Signed, notarized statement of zero earned income from the non-employed parent.

- Statement from DHS includes documentation to prove that the family's income is below 2015 Federal Poverty Level.

Income Eligibility?

- Family earned income that does not exceed 200% of the Federal Poverty Level.
  - Use the 2015-2016 Income Guidelines found on COPA
- When determining income, only use:
  - Earned Income
  - Unemployment benefits
- Use **GROSS** pay
- On Income tax forms, use ADJUSTED GROSS INCOME

Regulation 4.07

Acceptable Income Eligibility Documentation?

- Earned income: Paystubs *(at time of enrollment—the most recent 30 consecutive days)*, W-2, previous year's tax form.

  Look at appendix B & C for additional acceptable documentation.

- Unemployment benefits *(amount actually paid not award letter)*

Unacceptable Income Eligibility Documentation

- Child support
- Social Security
- Retirement Income
- Disability *(SSI)*

Income Exemptions

▸ Foster Child *(at time of enrollment)*

▸ Incarcerated parent *(during child's lifetime)*

▸ Child in the custody of/living with a family member other than mother or father *(at time of enrollment)* .

▸ Child with immediate family member arrested for or convicted of drug-related offenses. *(during child's lifetime)*

▸ Child with a parent deployed out of state or overseas, for military duty for a minimum of 30 days *(at time of child's enrollment or application)*

SEE COORDINATOR RESOURCE MANUAL FOR ACCEPTABLE DOCUMENTATION

Regulation 4.11

Dual eligibility

- Child is enrolled in both an ABC center based program and an ABC home visiting (HIPPY or PAT) program.

  - Income eligibility documentation and one additional eligibility criteria documentation. (Refer to Appendix G in coordinator resource manual)

  - A copy of the documentation for both eligibility criteria must be in the child's record at both programs.

  - The 2nd program will contact their COPA specialist to gain access to the child in COPA.

  - The center based program is responsible for COPA entry.

  Exchange of eligibility criteria is a major collaboration effort on the part of both programs. The program who enrolls the child 2nd should contact the 1st program by phone to collaborate.

Regulation 19.06

Notarized Statements?

When can a notarized statement be used as acceptable documentation?

- ## When a parent is paid in cash.
  - Notarized statement or on business letterhead must be **signed by employer** showing rate of pay and hours worked per week/month.

- ## When family member has no earned income or unemployment benefits.
  - Notarized statement must be signed by family member with no earned income or unemployment benefits.

- ## When a parent does not have a high school diploma or GED
  - Notarized statement must be signed by parent without diploma/GED

Questions?

What clarification do you need regarding eligibility?